

Advanced Photon Source

User Policy and Procedure

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Construction Services and Third Party Contractors

Changes made in this revision:

- Formatting, including extraction as a free standing policy APS Beamline Operations Policies and Procedures (3.1.104, APS_1258456) and non-substantive editorial changes. User construction management processes unchanged.
- Clarified 1) installation of beamline technical components and itinerant experimental equipment generally not in the scope of the policy and 2) LOM construction is in the scope of the policy.

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The current version of this procedure is accessible from <http://centraldocs.aps.anl.gov/>. Print or electronically downloaded copies may be obsolete. Before using such a copy for work direction, employees must verify that it is current by comparing its revision number to that shown in the online version.

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Construction Services and Third Party Contractors

1 CONSTRUCTION

For the purposes of this policy, *construction* work includes:

- Changes to the physical plant, including any drilling into floors, walls, or ceilings, or altering of any permanent structure.
- Use of industrial lifts, scaffolds, or cranes.
- “Hard-wire” installation or tie-in to facility utilities, including electrical, plumbing, ventilation, or water systems.

Installation of beamline technical components and itinerant experimental equipment, that do not incidentally involve the above type of activities, are not considered “construction.”

The APS will make licensed and qualified electricians, pipefitters, carpenters, and other “skilled trade” workers available those beamline construction and installation tasks (hutch installation, electrical distribution, pipefitting, etc.), for the beamlines/sectors and the Lab/Office Modules (LOM) as needed.

Only Argonne can contract for construction work on the APS site. Non-Argonne User institutions may not contract directly with contractors for any construction work on the APS site.

Two mechanisms are in place to arrange for conventional construction services:

- Construction contracted by Argonne Procurement (typically used for larger construction projects with a clearly defined scope of work/specification);

and

- Time-and-Materials (T&M) Construction using a Service Request Order (SRO) (typically used for a quick turn-around, limited scope tasks).

A valid user account with adequate funding is required to pay for construction charges incurred on the user’s behalf

Beamline personnel can initiate construction by providing a description/drawings/scope of work/specifications and either an APS Work Project Checklist or an SRO to the APS Site Operations Group (ASO).

ASO will oversee/manage the construction.

Floor Coordinators will work with ASO and beamline personnel to assist in coordination and oversight.

Beamline personnel should monitor the construction, and advise ASO as needed, to ensure that the construction meets their requirements.

2 THIRD PARTY CONTRACTORS

Policy

For the purposes of this policy, a *third party contract* is an agreement between a user's organization and a non-Argonne service supplier for services to be performed at the APS.

Before a third party contractor can work at the APS, the user group must work with a Floor Coordinator (FC) for authorization for on-site work. The FC will help to ensure that an acceptable safety analysis is in place, including the establishment of contractor training, inspection, and permitting requirements.

The APS will routinely permit purchase orders or other agreements between User institutions and third parties for work at the APS site by the third party, if the User institution has signed an APS User Agreement or a contract to operate an APS beamline, and if the scope is limited to the following types of work:

- Installation work that is incidental to the User institution's purchase of a piece of technical equipment (goniometer, computer, mirror, vacuum chamber, etc.) and which does not require construction activities (hutch installation, electrical distribution, pipefitting, etc.) to be performed by the third-party contractor.

or

- Installation, maintenance, or repair of User-owned equipment (such as repairing a fax machine, assembling furniture, or calibrating an instrument).

The User will be responsible for ensuring that while working at the APS each third party contractor complies with the ESH and site access requirements of the beamline and Argonne/APS.

The user will use Argonne rigging services coordinated by the Site Operations Group if the work involves the use of a rider-operated forklift.

Procedure

Step	Person taking the action	Action
1	Requestor	Prepares a specification of the work (e.g., drawings, technical specifications, statement of work, etc.) and <ul style="list-style-type: none">• If the work is contracted complete Part 1 of an “APS Work/Project Checklist” (Form UO-38) ; or• If the work is T&M construction, complete an SRO (Form UO-03).
2	Requestor	Submit the specification of the work along with the checklist or request order from step 1 to the AES Site Operations Group Leader
3	AES Site Operations Group Leader	Reviews the submissions for completeness. If incomplete return to step 1.
4	Contract/SRO Technical Representative	<p>If the work is contracted manage the construction according to “Managing Small Construction Project including:</p> <ul style="list-style-type: none">• Complete the “APS Work/Project Checklist” (Form UO-38);• Coordinate the requisition for procurement of the services;• Work with the CAT/users and the AES ES&H Coordinator to ensure completion of all work entry requirements; and• Arrange for gate passes, safety training, and dosimeters, if applicable, for the contractor. <p>OR</p> <p>If the work is requested through a SRO, coordinate the work with the CAT/user and the T&M contractor.</p>

5	Contract/SRO Technical Representative	Oversee the construction/contractor.
6	CAT/User	Monitor the construction to ensure to ensure technical requirements are met.

3 CLOSEOUT OR POST-PERFORMANCE ACTIVITY

The APS person overseeing any construction activity must update facility records as appropriate and/or verify drawings/specification of the work are placed in the APS document system.

4 DOCUMENTS/RECORDS CREATED BY THIS PROCEDURE

The documents/records listed below will be created in the execution of this procedure and must be retained as indicated.

Description of Document/Record (include ID number, if applicable)	Custodian	Storage Location and Medium	Retention Requirement
Contracts	Argonne Procurement	PARIS	Use Argonne Procurement standards
APS Work/Project Checklist” (Form UO-38)	AES Site Operations Group Leader	ICMS	11 years 1 year (assuming <1 year to complete) plus 10 year retention (DOE Admin Records Schedule 17, ... Engineering and Facility Management Records, section 30c2 Project Planning and design files)

5 FEEDBACK AND IMPROVEMENT

If you are using this procedure and have comments or suggested improvements for it, please go to the [APS Policies and Procedures Comment Form](#)^{*} to submit your input to a Procedure Administrator. If you are reviewing this procedure in workflow, your input must be entered in the comment box when you approve or reject the procedure.

^{*} http://www.aps.anl.gov/Internal/Policies_and_Procedures/comment_form.php